

1/15/65

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Distribution made this date to all Area Records Officers, Records Center,
and the following others:

6E-1313 - *attended* **CIA INTERNAL USE ONLY**

did not attend

(Note: DDP sent 15 extra copies)

4 - *attended*

OCS

301 *attended*

Qtrs. Eye *attended*

15 January 1965

Qtrs Eye *did not attend - In a Meeting*

, 2E-52, Hqs. - *did not attend*

52, Hqs. *attended*

-4124 *did not attend*

, 225 So. ?

214, *did not attend* *(Sent)*

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FROM : Chief, Records Administration Staff/DDS

SUBJECT: Meeting of Records Officers, 27 January 1965

1. I am pleased to announce that the guest speaker for our
meeting on 27 January will be

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His topic will
be "The Role of Reports Management in An Agency Management Information
and Reporting Complex".

2. I hope that we can have a particularly good turn-out for
this meeting and I look forward to seeing you there.

3. The meeting will be in Room 1E-78 at 10:30 A.M.

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*See attachment
for attendance*

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